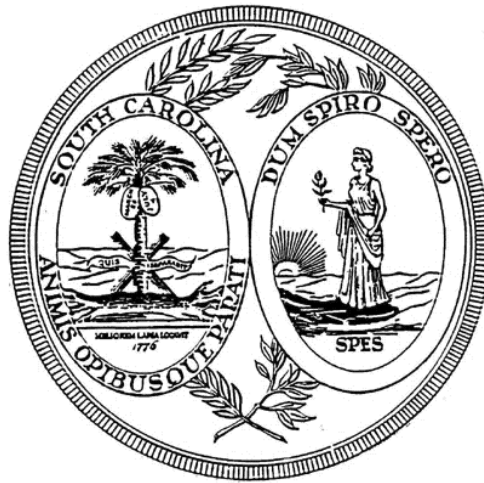


South Carolina Secretary of State

SOUTH CAROLINA NOTARY PUBLIC REFERENCE MANUAL

Mark Hammond
Secretary of State



2010

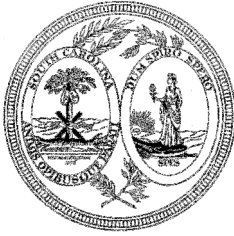
1205 Pendleton Street, Suite 525
Columbia, South Carolina 29201
www.scsos.com

* * * * *

Mailing address: Office of the Secretary of State
1205 Pendleton Street, Suite 525
Columbia, SC 29201

Contact: Pat Hamby, Director of Notaries Public
(803) 734-2512
phamby@sos.sc.gov

Website: www.scsos.com



State of South Carolina
Office of the Secretary of State
The Honorable Mark Hammond

Dear Citizen:

Thank you for your interest in becoming a notary public in the State of South Carolina, or for continuing your notarial duties. You are to be commended for your desire to serve the public.

As a notary public, you hold an important position in South Carolina. It is critical that you understand the notary duties and responsibilities given in South Carolina law. This booklet is provided to you to help you understand the duties of this office and the trust which has been placed in you as a public official.

Once commissioned as a notary public, it is the responsibility of the notary public to maintain a level of education appropriate for conducting notarial duties. I encourage you to attend workshops on a yearly basis to remain current and assist you in performing your duties correctly.

If you have any questions about your responsibilities, our notary public staff will be happy to assist you. We cannot offer you legal advice, but we can answer questions about practical or administrative issues. You can contact our notary public division at (803) 734-2512 or at phamby@sos.sc.gov.

On behalf of the people of South Carolina, thank you for your willingness to be an involved citizen and conscientious public official.

With kind regards, I am

Sincerely,

Mark Hammond
Secretary of State

South Carolina Notary Public Reference Manual Table of Contents

Chapter 1 – General Information	1
What is a Notary Public?	1
Qualifications to Become a Notary Public	1
Notary Public Application Process	1
How Do I Renew My Commission?	2
What is the Notary Term?	2
What is the Jurisdiction for a SC Notary Public?	2
Notary Equipment/Supplies	3
Notary Duties	3
What to Do When Asked to Notarize a Document	3
Your Official Title	4
Fees	4
Foreign Language Documents	4
Notarizing for Non-English-Speaking People	5
If You Misplace Your Commission Certificate	5
 Chapter 2 – Authorization	 6
For Whom You May Notarize	6
Photo Copies	6
Blank Documents	6
Legal Advice	6
Proper Identification	6
Absent People	6
Postdate and Predate	6
Vital Records	6
Jurisdiction	7
Penalties	7
Unauthorized Practice of Law (UPL)	8
Attorneys and Unauthorized Practice of Law (UPL)	9
 Chapter 3 – Renewal and Update of Personal Information	 10
Notary Public Renewal	10
Name Change	10
Relocation	11
 Chapter 4 – Statements, Ceremonies and Authentications	 12
Affidavits	12
Acknowledgments	14
Photo Copies	21
Marriage Information	22
International Transactions	24
SC Authentications Office Cover Letter	27
 Chapter 5 – Notary Laws	 28
SC Code Title 26	28

Chapter 6 – Glossary and Forms	31
Glossary of Terms	31
Notary Public Application Instructions	33
Notary Public Application	34
Request for Duplicate Notary Public Commission or	
Change of Name of Notary Public	35
County Clerks of Court	36
County Probate Court Judges	37
Helpful Contacts and Links	38

Chapter 1

General Information

1. What is a notary public?

Black's Law Dictionary defines notary public as, "A person authorized by a state to administer oaths, certify documents, attest to the authenticity of signatures, and perform official acts in commercial matters, such as protesting negotiable instruments." **S.C. Code §26-1-90** states that a notary public may "administer oaths, take depositions, affidavits, protests for nonpayment of bonds, notes, drafts and bills of exchange, acknowledgements and proof of deeds and other instruments required by law to be acknowledged and renunciations of dower and perform all other acts provided by law to be performed by notaries public." Notaries are ministerial public officers and impartial witnesses for the state.

2. What are the qualifications for being a notary public in South Carolina?

A notary public must be registered to vote in South Carolina thirty days prior to an election. In order to become a registered voter, one must:

- ✓ be a United States citizen;
- ✓ be at least 18 years old on or before the next election;
- ✓ be a resident of South Carolina, declaring a county and precinct;
- ✓ not be under a court order declaring mental incompetence;
- ✓ not serving a term of imprisonment resulting from a conviction of a crime; and
- ✓ have never been convicted of a felony or offense against the election laws **OR** if previously convicted, have served an entire sentence including probation or parole, or have received a pardon for the conviction.

3. What is the application process for becoming a notary public?

- a) Carefully type or print legibly all information requested on the top portion of your application (see Page 36) and sign in the presence of a notary public. (Bottom portion is to be completed by your county delegation, addresses on the front of the application. Check "New" at the top right of the application form.
- b) Attach a \$25.00 check or money order payable to "Secretary of State" to your application.
- c) Mail the application and check/money order to your county delegation for the required signatures. Your delegation office will forward your check/money order and application to the Secretary of State's Office.
- d) If your county is not listed on the front of the application, forward your application and check/money order to:
South Carolina House of Representatives
P.O. Box 11867

Columbia, SC 29211-1867

e) The Secretary of State's Office will mail your commission certificate within one week upon receipt of a properly executed application.

f) **You must be a registered voter** to become a notary public. If you do not know your voter registration number, call your County Voters Registration Office or County Registration and Election Commission for this information. The telephone number is listed in the County Government section of your local telephone book, and can also be found at www.scvotes.org/how_to_register_absentee_voting.

4. What is the process for renewing my notary public commission?

The renewal process is the same as the initial registration process, including the \$25 fee. Check "Renew" at the top right of the application form.

NOTE: Commissions are not automatically renewed; renewal is the responsibility of the notary, as notice will not be given that a commission is near expiration. The notary should reapply at least one month prior to the commission expiration date.

5. What is the term of a notary?

The notary will serve a ten-year term from the date processed by the Secretary of State.

6. What is the notary "commission?"

The commission is an 8½" x 14" certificate with a gold ink seal at the top signed by the Governor and Secretary of State. The commission certificate states the notary's name and commission expiration date. A wallet card is also issued as part of the commission certificate. The wallet card can be detached from the document and laminated.

It is important that all information be checked for correctness on the commission certificate. If the name is incorrect, **do not register with the Clerk of Court**. Strike through the incorrect information and print the correct spelling legibly above the misprinted name. Return the corrected copy to the Secretary of State's Office immediately.

Once the notary has received the commission/corrected commission certificate, the notary has 15 days to **hand-carry** the commission certificate to his/her county Clerk of Court's Office. You must enroll in the county in which you reside. You will need to provide photo identification, and pay a \$5.00 fee. The Clerk's Office will stamp the back of the commission certificate with the book and page number of the record book in which the commission certificate is recorded. Congratulations! You are now ready and authorized to perform notarial duties in South Carolina.

7. What is the jurisdiction of a South Carolina notary public?

Notaries commissioned in South Carolina are authorized to act throughout the state.

If you live in South Carolina but work in North Carolina, Georgia or Washington, DC, these states will permit you to become a notary public for their state. South Carolina **does not** offer this provision to out-of-state residents that work in South Carolina.

8. What equipment or supplies do I need to perform my notarial duties?

A notarial embossing seal or rubber ink stamp can be purchased and personalized at any local office supply store. If using a rubber stamp, it may be in a circular or rectangular format. The seal or stamp should have the notary's name, title and state (John Doe, Notary Public, South Carolina). The expiration may be included but is optional.

Although not required, it is a prudent practice to keep a journal as it is beneficial if you are called to testify to past notarizations.

9. As a South Carolina notary, what duties am I authorized to perform?

You have been authorized by the State of South Carolina to:

- ✓ administer oaths;
- ✓ take depositions and affidavits;
- ✓ take acknowledgements and proofs of deed and other instruments required by law to be acknowledged;
- ✓ perform a marriage ceremony between one man and one woman; and
- ✓ perform all other acts provided by law.

10. I've been asked to notarize a document. What do I do?

A notary public must first examine the document to ensure that it is an original, not a photocopy. The document should also be complete, with no blanks to be filled in, and should not appear to be fraudulent in nature. **If the notary is not an attorney**, he/she may not comment on or advise the signer regarding the content of the document, and is not authorized to draft legal documents.

Before any signing can take place, the notary must require the personal appearance of the signer and evidence of identification from the signer. This can be in the form of:

- ✓ A valid driver's license;
- ✓ A valid state identification;
- ✓ A valid military identification card;
- ✓ A valid passport;
- ✓ Personal knowledge by the notary public; and
- ✓ Verification by a credible witness.
 - A credible witness is someone who personally knows the signer.
 - Notarization must include the name of the credible witness and type of identification provided.

As notary, you must also determine to the best of your ability that the signer is competent and

- ✓ not under the influence of drugs or alcohol;
- ✓ not suffering from dementia;
- ✓ understands what he/she is doing;
- ✓ shows a willingness to sign the document without force or duress; and
- ✓ has the capacity to sign the document.

Once the document has been signed by the signer, you will notarize the document by signing, affixing your seal/stamp and expiration to the document. However, the lack of seal/stamp and expiration will not render the notarization invalid if the official's title is affixed. Use of a notary seal/stamp is strongly recommended.

11. What is my official title?

Notary Public for South Carolina;
SC Notary Public; or
Notary Public for SC

12. May I charge for my services as a notary public?

You have the authority to charge the following fees for services rendered:

- 25¢ per document sheet for taking depositions and swearing witnesses;
- 10¢ for each document sheet containing up to 100 words for duplicating depositions, protests and certificates;
- 50¢ for each attendance upon any person for proving a matter or thing and certifying the same;
- 50¢ for every notarial certificate with seal/stamp;
- 25¢ for each administration of oath for affidavits;
- 50¢ plus postage for transmitting notice of a protest; and
- \$1.00 for taking a renunciation of dower or inheritance.

13. Does an attorney become a notary public automatically upon qualifying to practice law?

No. Anyone wishing to become a notary public in South Carolina must meet the application requirements and submit an application and fee.

14. Do I need to be bonded?

No.

15. Should I notarize a document written in a language that is foreign to me?

The Secretary of State's Office cautions you against this practice. Although you are not expected to know or understand the contents of the document, you are expected to act

prudently. Advise the document owner that a notary who is fluent in the language should notarize the document. You may also suggest that they contact the local college/university language division; they may have someone who can assist them.

16. Should I notarize an English-language document for a foreign-speaking person?

The Secretary of State's Office cautions you against this practice. Attempting to assist the holder of a document in understanding the contents could be perceived as practicing law. If you are not an attorney this would be considered the unauthorized practice of law. You should suggest that the document holder contact the local college/university language division; they may have someone who can assist them.

17. I've lost my commission and wallet card. Can I get other copies?

Yes. Please complete the application "Request for Duplicate Notary Public Commission" on Page 38 Send to address shown on the application along with your personal/company check or money order for \$10.00, payable to the SC Secretary of State.

Chapter 2

South Carolina Notaries Public Are Not Authorized To:

1. **Notarize his/her own signature.** You may notarize documents for anyone but yourself as long as you are not a party to the document and will not benefit directly or indirectly from the transaction. This includes family members. Notarizing documents such as wills, living wills, advance directives, powers-of-attorney, or property transactions for family members is not recommended. Notaries are impartial witnesses and must use prudent judgment when notarizing for family members. Notarizing sensitive documents such as those listed above often cause undue stress between family members.
2. **Certify copies of documents.** You cannot certify documents as “true and accurate” copies of the original. If the person who owns the document says it is a true and accurate copy of the original, you may notarize his/her **signature**, but not the document itself. This procedure is not applicable to documents where certified copies are available from an official source.
3. **Notarize blank documents.** You are not expected to know or understand the contents of the document but are expected to act prudently. Be sure the document is complete and appears to have a legitimate nature. Do not attempt to assist the holder of the document in drafting, completing, or understanding the contents of a document if you are not an attorney. This would be considered the **unauthorized practice of law**.
4. **Offer legal advice** unless you are an attorney authorized to practice law in South Carolina.
5. **Notarize without proper identification from the signer.** Acceptable forms of identification include a valid driver’s license; valid state identification; valid military identification card; valid passport; personal knowledge of the notary public; or verification of a credible witness.
6. **Notarize for absent people.** Your responsibility as a notary public is to verify that the signer of the document “personally appeared” before you and signed the document or acknowledged he/she signed the document.
7. **Postdate or predate notarizations.** The date on which a document is drafted can be different from the date it is notarized. Your notarization statement (the jurat or acknowledgement) must reflect the date you notarized the document and should not be postdated or predated.
8. **Certify vital records.** It is unlawful for anyone other than the country, state or county to certify vital records. The country, state office or county where the vital record originated and

is filed must certify the document. Vital records are birth certificates, marriage licenses, death certificates or divorce decrees.

9. **Notarize outside of South Carolina.** Your jurisdiction extends throughout the State of South Carolina. You **may not** notarize documents or perform notarial acts while you are visiting or transacting in another state.

Penalties for Improper Notarizations

- **Civil Liability**
 - A notary public may be sued if his/her actions were negligent. Example: notarized signature of a signer who did not personally appear before the notary which results in a fraudulent transaction.
- **Criminal Penalty**
 - Misdemeanor: fined \$200.00 or not more than 30 days in jail and loss of commission.
- **Loss of Commission**
 - Upon notification by a court of law that a notary has been convicted of false certification, the Secretary of State will revoke the notary's commission.

Unauthorized Practice of Law (UPL) Highlights

Statutes bar the unauthorized practice of law. Code Section 40-5-20 allows the South Carolina Supreme Court to adopt rules "defining and regulating the practice of law...." Reasons for prohibiting UPL include protecting the public from consequences resulting "from the erroneous preparation of legal documents or the inaccurate legal advice given by persons untrained in the law." *South Carolina v. McLauren*, 563 S.E.2d 346 (S.C. 2002). For more information, go to www.scbar.org/upl

Statutes and Rules

- §40-5-310 – prohibits individuals; felony (up to 5 years and/or \$5,000)
- §40-5-320 – prohibits corporations; misdemeanor (up to 3 years and/or fine)
- §40-5-80 – permits *pro se* (self) representation
- §33-1-103 – permits an officer or partner to represent a corporation or partnership in magistrate court only.
- Other statutes and rules regarding insurance adjusters, guardsmen legal assistance, court powers, fee splitting, soliciting legal business, out-of-state attorneys, etc.

Court Cases and Examples

The following are examples that may constitute practice of law. Court has determined that practice of law begins before entering a courtroom, including:

- | | |
|--|--|
| ▪ Loan closings | ▪ Title examination |
| ▪ Giving advice to clients | ▪ Preparation of documents |
| ▪ Preparation of deeds, notes, mortgages, etc. related to the transfer of property | ▪ Estate plans |
| | ▪ Advising clients on insurance policies |

Some problem areas include:

- | | |
|---------------------|---------------------------|
| ▪ Anti-tax groups | ▪ Paralegals |
| ▪ Jailhouse lawyers | ▪ Document prep companies |
| ▪ Debt collectors | ▪ Internet sites |

However, there are some narrow exceptions:

- | | |
|--|---|
| ▪ Non-lawyer agent of employee of a business in magistrate court | ▪ Police officers in traffic court prosecution |
| ▪ As allowed by state agencies | ▪ Paralegals working under the supervision of a duly licensed attorney in which work is prepatory in nature |
| ▪ CPAs rendering professional opinions | |
| ▪ Filling in blanks in presence of another if document is legally prepared | |

Attorney and UPL

Even attorneys can be guilty of UPL or assisting in it:

- Law students, candidates or out-of-state attorneys practicing in South Carolina without license or authority
- Failing to supervise others (Rules of Professional Conduct, Rule 5.3)
- Professional independence (Rules of Professional Conduct, Rule 5.4)
- Continuing to practice law while under disciplinary sanction
- Assisting UPL (Rules of Professional Conduct, Rule 5.5(a))

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Chapter 3

Renewal and Change of Personal Information

Renewal

A notary commission exists for ten years. At least one month prior to the commission expiration, the notary should renew his/her application. Commissions are not automatically renewed, and the notary will not receive notice from the Secretary of State. To renew a notary commission:

- a) Carefully type or print legibly all information requested on the top portion of your application (see Page 36) and sign in the presence of a notary public. (Bottom portion is to be completed by your county delegation, addresses listed on the front page of the application. Circle "Renew" at the top right of the application form.
- b) Attach a \$25.00 check or money order payable to "SC Secretary of State" to your application.
- c) Mail the application and check/money order to your county delegation for the required signatures. Your delegation office will forward your check/money order and application to the Secretary of State's Office.
- d) If your county is not listed on the front of the application, forward your application and check/money order to:
South Carolina House of Representatives
P.O. Box 11867
Columbia, SC 29211-1867
- e) The Secretary of State's Office will mail your commission certificate within one week upon receipt of a properly executed application.

Name Change

On the Application for Change of Name of Notary Public (Page 37):

- ✓ Print former name on first line.
- ✓ Sign new name.
- ✓ Have signature notarized.
- ✓ Remit check or money order to SC Secretary of State for \$10.
- ✓ Mail to: Mark Hammond, SC Secretary of State
Notary Public Division
1205 Pendleton Street, Suite 525
Columbia, SC 29201

Relocation

If you relocate within South Carolina, you may contact the Secretary of State's Office at (803) 734-2512, fax to (803) 734-1661, or e-mail phamby@sos.sc.gov. There is no charge to make these changes. Provide your name as it appears on the commission certificate, former address and new address.

If you move out of South Carolina and register to vote in another state, you should resign your commission in South Carolina. Please return via US mail your commission certificate and enclose a letter resigning your position as a notary public in South Carolina.

Chapter 4

Sample Notarial Ceremonies and Forms

There is no specific language required to perform notarial “ceremonies.” However, the scenarios following should assist you.

Sample Script for Taking an Affidavit

Notary: Do you have some forms of photo identification showing your name, address, and signatures that I could use to verify your identity?

Signing Party: Yes. I have a driver’s license and my government identification card.

Notary: (Examines IDs, compares signatures, matches photos to person, and returns IDs.) Thank you. Please don’t put your IDs away. I’ll need to look at them again later. Would you please show me the document you would like to swear to and have notarized?

Signing Party: Here.

Notary: Thank you. In order to notarize this, I will need to have you specifically swear to me that the statements made in it are true. Are you willing to do that?

Signing Party: Yes. (If, as a matter of conscience, a party says “no” because he or she is unwilling to “swear” or take an oath, the party may instead “affirm” to the truth of his or her statements, “under penalty of perjury”. If that is the party’s choice, the words “affirm under penalty of perjury” may be substituted for the word “swear” in the following statement, and the words “so help you God” eliminated.)

Notary: Would you please raise your right hand. Now, do you solemnly swear that the statements in the document you have asked me to notarize are the truth, the whole truth, and nothing but the truth, so help you God?

Party: Yes, I do.

Notary: Please sign here. (Notary witnesses signing.) Now, may I please see your IDs again? (Notary verifies that signature on document matches the signatures on the IDs.)

The notary then completes the notarization certificate, signs and seals it. The text on the following page is an example of appropriate language to use in an affidavit.

Sample Affidavit

State of South Carolina
County of Richland

Justin Case personally appears before me, the undersigned officer duly authorized by the laws of South Carolina to administer oaths, and now on this 25th day of June, in the year of 2015 at 10:21 pm/am of said day, being by me first duly sworn on his/her oath/affirmation, deposes and says:

(Signature of Affiant)

(Printed name of Affiant)

Sworn/affirmed to and subscribed before me
On this 25th day of June, 2015
Personally known [] or Produced identification []
Type of Identification produced _____

(signature of Notary Public)

(printed name of Notary Public), Notary Public
Richland County, South Carolina
My commission expires February 23, 2019
(Notary Seal)

Sample Script for Taking an Acknowledgment for a Natural Person

Notary: Do you have some forms of photo identification showing your name, address, and signatures that I could use to verify your identity?

Signing Party: Yes. I have a state identification and a driver's license.

Notary: (Examines IDs, compares signatures, matches photos to person, and returns IDs.) Thank you. Please don't put your IDs away. I'll need to look at them again later. Would you please show me the document you would like to have notarized?

Signing Party: Here.

Notary: Thank you. (Reviews document for completion and authenticity).

Notary: Please sign here. (Notary witnesses signing.) Now, may I please see your IDs again? (Notary verifies that signature on document matches the signatures on the IDs.)

The notary then completes the notarization certificate, signs and seals it. The following text is an example of appropriate language to use in an acknowledgment of a natural person.

Sample Acknowledgment for a Natural Person

State of South Carolina
County of Horry

On this 25th day of July, 2015 before me personally appeared Anita Karr who provided satisfactory evidence of her identification to be the person whose name is subscribed to this instrument, and she acknowledged that she executed the foregoing instrument.

John Q. Public – Notary Public
Horry County, South Carolina
My commission expires: November 22, 2019

Sample Script for Acknowledgment for a Corporation

Notary: Do you have some forms of photo identification showing your name, address, and signatures that I could use to verify your identity?

Signing Party: Yes. I have a driver's license and my passport.

Notary: (Examines IDS, compares signatures, matches photos to person, and returns IDs.) Thank you. Please don't put your IDs away. I'll need to look at them again later. Would you please show me the document you would like to have notarized?

Signing Party: Here.

Notary: Thank you. (Reviews document for completion and authentication).

Notary: Are you authorized to sign on behalf of the President of the Sugar Bombs Candy Company?

Party: Yes, I am.

Notary: Please sign here. (Notary witnesses signing.) Now, may I please see your IDs again? (Notary verifies that signature on document matches the signatures on the IDs.)

The notary then completes the notarization certificate, signs and seals it. The following text is an example of appropriate language to use in an acknowledgment for a corporation.

Note: Notary should require documentation verifying that the signer has the authority to sign on behalf of the entity.

Sample Acknowledgement for a Corporation

State of South Carolina
County of Spartanburg

On this 14th day of August, 2015 before me personally appeared Candy Barr, President of Sugar Bombs Candy Company who provided satisfactory evidence of her identification to be the person whose name is subscribed to this instrument, and she acknowledged that she executed the foregoing instrument.

John Q. Public – Notary Public
Spartanburg County, South Carolina
My commission expires: November 22, 2019

Sample Script for Acknowledgment of a Partnership

Notary: Do you have some forms of photo identification showing your name, address, and signatures that I could use to verify your identity?

Signing Party: Yes. I have a driver's license and my military ID.

Notary: (Examines IDs, compares signatures, matches photos to person, and returns identification.) Thank you. Please don't put your IDs away. I'll need to look at them again later. Would you please show me the document you would like to have notarized?

Signing Party: Here.

Notary: Thank you. Are you authorized to serve as a Partner in the firm of Holiday and Ice?

Signing Party: Yes, I am.

Notary: Please sign here. (Notary witnesses signing.) Now, may I please see your IDs again? (Notary verifies that signature on document matches the signatures on the IDs.)

The notary then completes the notarization certificate, signs and seals it. The following text is an example of appropriate language to use in an acknowledgment for a partnership.

Sample Acknowledgment for a Partnership

State of South Carolina
County of Marlboro

On this 2nd day of March, 2015 before me personally appeared Murray Chrithmuth, a partner in the firm of Holiday & Ice and who provided satisfactory evidence of his identification to be the person whose name is subscribed to this instrument, and he acknowledged that he executed the foregoing instrument.

John Q. Public – Notary Public
Marlboro County, South Carolina
My commission expires: November 22, 2019

Sample Script for Acknowledgment of a Power of Attorney

Notary: Do you have some forms of photo identification showing your name, address, and signatures that I could use to verify your identity?

Signing Party: Yes. I have a driver's license and my passport.

Notary: (Examines IDs, compares signatures, matches photos to person, and returns identification.) Thank you. Please don't put your IDs away. I'll need to look at them again later.

Notary: Do you have a copy of the Power of Attorney?

Signing Party: Yes – here it is.

Notary: Thank you. (Reviews document). Now, would you please show me the document you would like to have notarized?

Signing Party: Here.

Notary: Thank you. Are you signing on behalf of Ima Mann, as her attorney-in-fact? Are you authorized to sign on behalf of Ima Mann as her attorney-in-fact?

Party: Yes, I am.

Notary: Please sign here. (Notary witnesses signing.) Now, may I please see your IDs again? (Notary verifies that signature on document matches the signatures on the IDs.)

The notary then completes the notarization certificate, signs and seals it. The following text is an example of appropriate language to use in an acknowledgment for a power of attorney.

Sample Acknowledgment for a Power of Attorney

State of South Carolina
County of Williamsburg

On this 25th day of July, 2015 before me personally appeared Anne Teak, Attorney in fact for Ima Mann as demonstrated by the Power of Attorney executed by Ima Mann dated June 5, 2015 appointing Anne Teak as her Attorney-in-fact, and who provided satisfactory evidence of her identification to be the person whose name is subscribed to this instrument, and she acknowledged that she executed the foregoing instrument.

John Q. Public – Notary Public
Oconee County, South Carolina
My commission expires: November 22, 2019

Sample Script for Acknowledgment for a Public Officer

Notary: Do you have some forms of photo identification showing your name, address, and signatures that I could use to verify your identity?

Signing Party: Yes. I have a driver's license and a state identification.

Notary: (Examines IDs, compares signatures, matches photos to person, and returns identification.) Thank you. Please don't put your IDs away. I'll need to look at them again later. Would you please show me the document you would like to have notarized?

Signing Party: Here.

Notary: Thank you. (Reviews document for completion and authenticity). Are you authorized to serve as the Commissioner of Public Works for the City of Charleston? **Party:** Yes, I am.

Notary: Please sign here. (Notary witnesses signing.) Now, may I please see your IDs again? (Notary verifies that signature on document matches the signatures on the IDs.)

The notary then completes the notarization certificate, signs and seals it. The following text is an example of appropriate language to use in an acknowledgment for public officer.

Sample Acknowledgment for a Public Officer

State of South Carolina
County of Lexington

On this 2nd day of August, 2015 before me personally appeared Ginger Vitus, Commissioner of Public Works for the City of Charleston as demonstrated by her commission appointing her as Commissioner of Public Works for the City of Charleston and who provided satisfactory evidence of her identification to be the person whose name is subscribed to this instrument, and she acknowledged that she executed the foregoing instrument.

John Q. Public – Notary Public
Lexington County, South Carolina
My commission expires: November 22, 2019

Sample Script for Acknowledgment for a Personal Representative

Notary: Do you have some forms of photo identification showing your name, address, and signatures that I could use to verify your identity?

Signing Party: Yes. I have a driver's license and my passport.

Notary: (Examines IDs, compares signatures, matches photos to person, and returns identification.) Thank you. Please don't put your IDs away. I'll need to look at them again later. Would you please show me the document you would like to have notarized?

Signing Party: Here.

Notary: Thank you. Are you authorized to represent Mr. Walter Mellon?

Signing Party: Yes, I am.

Notary: Please sign here. (Notary witnesses signing.) Now, may I please see your IDs again? (Notary verifies that signature on document matches the signatures on the IDs.)

The notary then completes the notarization certificate, signs and seals it. The following text is an example of appropriate language to use in an acknowledgment for a personal representative.

Sample Acknowledgment for a Personal Representative

State of South Carolina
County of Florence

On this 17th day of February, 2015 before me personally appeared Marsha Mellow, Personal Representative of the Estate of Walter Mellon as demonstrated by letters Testamentary issued by the Charleston County Probate Court dated May 12, 2014 appointing Marsha Mellow Personal Representative of the estate and who provided satisfactory evidence of her identification to be the person whose name is subscribed to this instrument, and she acknowledged that she executed the foregoing instrument.

John Q. Public – Notary Public
Florence County, South Carolina
My commission expires: November 22, 2019

Sample Script for Acknowledgment for a Trustee

Notary: Do you have some forms of photo identification showing your name, address, and signatures that I could use to verify your identity?

Signing Party: Yes. I have a driver's license and my military ID.

Notary: (Examines IDs, compares signatures, matches photos to person, and returns identification.) Thank you. Please don't put your IDs away. I'll need to look at them again later. Please show me the document you would like to have notarized.

Signing Party: Here it is.

Notary: Thank you. Are you authorized to serve as a Trustee of the Happy Child Charitable Trust?

Signing Party: Yes I am.

Notary: Please sign here.

The notary then completes the notarization certificate, signs and seals it. The following text is an example of appropriate language to use in an acknowledgment for a trustee.

Sample Acknowledgment for a Trustee

State of South Carolina
County of Dillon

On this 25th day of July, 2015 before me personally appeared Sonny Daye, Trustee of the Happy Child Charitable Trust as demonstrated by the trust document dated January 24, 2015 establishing the Happy Child Charitable Trust and appointing Sonny Daye as Trustee and who provided satisfactory evidence of his identification to be the person whose name is subscribed to this instrument, and he acknowledged that he executed the foregoing instrument.

John Q. Public – Notary Public
Dillon County, South Carolina
My commission expires: November 22, 2019

Sample Script for Verification of Photo Copies

Notary: Do you have some forms of photo identification showing your name, address, and signatures that I could use to verify your identity?

Signing Party: Yes. I have a driver's license and my passport.

Notary: (Examines IDs, compares signatures, matches photos to person, and returns identification.) Thank you. Please don't put your IDs away. I'll need to look at them again later. Please show me the photocopied document you would like to have verified.

Signing Party: Here it is.

Notary: Thank you. Is this an unaltered photocopy of the original document?

Signing Party: Yes it is.

Notary: Please sign here.

The notary then completes the verification, signs and stamps it. The following text is an example of appropriate language to use in the verification of copies.

Sample Verification of Photo Copies

State of South Carolina
County of Union

On this 9th day of January, 2015 I, Simon Simple, holder of (type of document), consisting of 8 pages, attest that it is a true, exact, complete and unaltered photocopy of the original. To the best of my knowledge and belief, the photocopied document is not public record, of which certified copies are available from an official source. Each page has been embossed or stamped with the notary's official seal.

Name of person making oath

Sworn to before me this 9th day of January, 2015

John Q. Public – Notary Public
Union County, South Carolina
My commission expires: November 22, 2019

Marriage Information

S. C. Code § 20-1-20

This statute (law) permits notaries public to perform marriage ceremonies, stating that “...ministers of the Gospel, Jewish rabbis, officers authorized to administer oaths in this State, and the chief or spiritual leader of a Native American Indian entity recognized by the South Carolina Commission for Minority Affairs pursuant to Section 1-31-40 are authorized to administer a marriage ceremony in this State.” You as a notary public are authorized to administer oaths.

A marriage license has an expiration date. The time period varies from county to county. Contact the County Probate Office (see Page 39) to obtain this information.

As the officiant, you are required to:

- 🔔 Witness the Bride and Groom sign the Marriage License;
- 🔔 Sign your name in block that says "Officiant" and apply your expiration date;
- 🔔 Print your name and address beneath your signature; and
- 🔔 Make sure all three copies of the marriage license are signed with the names and addresses printed legibly.

🔔 Do not use your seal on the marriage license.

Filing of a Marriage License

As officiant, you are responsible for filing two copies of the marriage license with the County Probate Office. Give the couple the top copy that reads “Bride and Groom” at the bottom.

Where to File

File in the County where license was obtained. Hand-carry or send by US mail.

When to File

File within 15 days after the ceremony/signing.

More specific questions should be addressed to the County Probate Office.

Sample vows are provided on the next page for your benefit. However, the couple may choose a different format or may even write their own vows.

Sample Marriage Vows

“We are gathered together in the presence of this company to unite (GROOM) and (BRIDE) in the holy bonds of matrimony. I require and charge you both that if either of you know reason why you should not be so united, that you now speak or forever hereafter hold you peace.”
(***PAUSE FOR REPLY***)

“If anyone is joined together, otherwise than God’s work doth allow, the same is not lawful.”

“Do you (GROOM) take (BRIDE) to be your lawful wedded wife? Do you promise to love, honor, cherish and be faithful to her through sickness and adversity, as well as health and prosperity, forsaking all others, so long as you both shall live?”

(**PAUSE FOR ANSWER**)

“Do you (BRIDE) take (GROOM) to be your lawful wedded husband? Do you promise to love, honor, cherish and be faithful to him through sickness and adversity, as well as health and prosperity, forsaking all others, so long as you both shall live?”

(**PAUSE FOR ANSWER**)

(** ASK GROOM TO PLACE THE RING ON HER FINGER AND REPEAT THESE WORDS**)

“With this ring, I thee wed, and with all my earthly possessions I thee endow.”

(**ASK BRIDE TO PLACE THE RING ON HIS FINGER AND REPEAT THESE WORDS**)

“I give you this ring in token of my love, faith and loyalty.”

“Now those whom God has joined together, let not man put asunder. Since you two have consented together in the presence of this company, I by the virtue of the authority vested in me by the state of South Carolina, pronounce you husband and wife.”

“You may kiss the Bride.”

“Ladies and gentlemen, it gives me great pleasure to introduce to you Mr. and Mrs. (JOHN DOE).”

International Transactions–State Authentication Apostilles/Certifications

An apostille (AP-o-steel) is a certification of a public document or a notarized document which can be used in countries that are parties to the Hague Convention. For a complete listing of countries and territories that are party to the Hague Convention, please go to www.hcch.net. Certification by apostille means that a document will be recognized in the country of its intended use without further certification or legalization by the embassy or consulate of the foreign country in which the document is to be used. Apostilles cannot be used in countries which are not members of the Hague Convention. These countries require regular certification through the U.S. Department of State's Authentication Office.

Apostilles and certifications (also known as the Great Seal) are State Certification of the signature of an official who has signed a legal document. Therefore the signer of the legal document must be an elected or appointed official whose signature is filed with the Office of the Secretary of State. Additionally, documents that have been notarized by a commissioned South Carolina notary public may be certified with an apostille.

Complete instructions and a cover letter are available online at www.scsos.com – please see the Notaries and Apostilles page. You may also use the cover letter on Page 28

For apostilles/certifications via US mail, please enclose:

- ✓ letter stating for which country the enclosed documents are to be authenticated ;
- ✓ a self-addressed stamped return envelope or a shipping label with your account number;
- ✓ personal/company check, money order, or cash in the amount of \$2.00 for **each** document made payable to "SC Secretary of State;" and
- ✓ documents to be authenticated.

Mailing Address

SC Secretary of State's Office or
Notary Public Division
1205 Pendleton Street, Suite 525
Columbia, SC 29201

Hand-deliver to:
SC Secretary of State's Office
1205 Pendleton Street, Suite 525
Columbia, SC 29201

For walk-in appointments

The Secretary of State's Office accepts walk-ins Monday through Friday between 8:30 am – 4:30 pm. We are closed on state holidays.

Be sure to check your documents for correctness before coming, and also check again for correctness before leaving the Secretary of State's Office.

Documents will not be certified that appear to be contrary to state or federal law, interest or policy.

All documents that are notarized in a foreign language must be accompanied by an English translation signed by the translator with the translator's signature notarized.

A public copier is not available in our office. Please make copies before submitting originals for apostille or certification. Do not remove apostilles or certification once they are attached.

Certifications by Elected or Appointed Officials

- ✓ The Secretary of State's Office can verify the signature of any elected or appointed official whose signature is filed with the Office. The document must be signed by the elected official, **NOT** a Deputy or Assistant.
- ✓ The only exception to the above rule is that office employees in the Office of the Probate Judge in Richland, Greenville, Horry and Charleston counties who are authorized to certify marriage licenses for these counties may sign documents as their signatures have been filed with our Office.
- ✓ Certified copies obtained from the county must bear the original signature of the elected official of that office (i.e. County Probate Judge or County Clerk of Court). Addresses and telephone numbers for County Government Offices are available at www.sccounties.org/counties/counties.htm.
- ✓ If the county official is not an elected or appointed one, his or her signature must be notarized.

Certifications by Commissioned SC Notaries Public

- ✓ Documents that are signed by individuals who are not elected or appointed officials whose signatures are not on file with the Secretary of State's Office must be notarized by a commissioned South Carolina notary public.
- ✓ School transcripts, report cards or letters **MUST** be signed by a school official and the official's signature **MUST** be notarized.
- ✓ Record checks from SLED, local sheriffs or police departments must be signed by an official from that office and his/her signature **MUST** be notarized. The Secretary of State's Office cannot authenticate a records check obtained from the Internet.

Certification of Vital Records

- ✓ A marriage license may be obtained from the county Probate Judge bearing the signature of the Probate Judge only or the license can be obtained from DHEC's Vital Records Division.

- ✓ A divorce decree may be obtained from the County Clerk of Court bearing certification including the signature of the Clerk of Court only, or obtained from DHEC's Vital Records Division.
- ✓ A death or birth certificate can only be provided by DHEC's Vital Records Division.

To obtain these items from DHEC you may visit www.vitalcheck.com or call 1-877-284-1008. You may also obtain these records from:

SC DHEC, Division of Vital Records
2600 Bull Street
Columbia, SC 29201
(803) 898-3630

Certification for Countries That Are Not Party to the Hague Convention

If the document is going to be sent to a country that is not a member of the Hague Convention, an apostille by the Secretary of State's Office will not be sufficient. These documents will require a regular certification that is required to be authenticated by the U.S. Department of State after receiving State authentication.

Authentication Office, Department of State
518 23rd Street, N.W., SA-1
Washington, DC 20520
(800) 688-9889
www.state.gov/m/a/auth



SOUTH CAROLINA Authentications Cover Letter

Mailing Address: Authentication Office
 SC Secretary of State
 1205 Pendleton Street, Suite 525
 Columbia, SC 29201

DATE: _____

NAME: _____

ADDRESS: _____

DAYTIME TELEPHONE NUMBER: _____

COUNTRY DOCUMENT WILL GO TO: _____

SPECIAL INSTRUCTIONS:

THE FEE IS \$2.00 U. S. CURRENCY PER DOCUMENT NOT PER PAGE

NUMBER OF DOCUMENTS _____ X \$2.00 per doc = _____

Total payment enclosed: \$ _____ check _____ cash _____ money order _____

*Payment should be made to: South Carolina Secretary of State.

RETURN DOCUMENTS BY: (pre-addressed pre-paid return envelope or shipping label must be provided)

_____ Self-addressed stamped envelope

_____ Pick-up

_____ Overnight delivery envelope or label

Chapter 5

Title 26 – Notaries Public and Acknowledgements

Chapter 1

Notaries Public

SECTION 26-1-10. Appointment and term

The Governor may appoint from the qualified electors as many notaries public throughout the State as the public good shall require, to hold their offices for a term of ten years. A commission shall be issued to each notary public so appointed and the record of such appointment shall be filed in the office of the Secretary of State. All commissions issued or renewed after July 1, 1967 shall be for the specified term. All commissions issued prior to July 1, 1967, unless renewed for the term herein provided, shall expire and terminate on January 1, 1970 for any person whose last name begins with A through K and on January 1, 1971 for any person whose last name begins with L through Z.

SECTION 26-1-20. Endorsement of application

Each county legislative delegation shall determine whether the endorsement of notaries public must be by (1) one-half of the members of the legislative delegation representing that county in which the applicant resides or, (2) endorsement by the Senator and Representative in whose district the applicant resides, without other endorsers. Each county legislative delegation shall notify the Secretary of State in writing if it chooses to utilize method (2) within the individual county. If the county legislative delegation chooses to utilize method (2), the applicant, Senator, and Representative shall indicate their respective districts on the application provided to the Secretary of State. If the office of Senator or Representative from that district is vacant at the time the application is submitted, the notary public may be appointed upon the endorsement of a majority of the legislative delegation representing the county in which the applicant resides.

SECTION 26-1-25. Additional methods of endorsement of applications

In addition to the methods of endorsement of applications for notary public commissions provided in Section 26-1-20, a legislator may provide for the endorsement of these applications by authorizing either the member serving as chairman or the member serving as secretary of the legislative delegation of the county in which the applicant resides to sign on the legislator's behalf.

A copy of the resolution adopting any or all of these endorsement methods for a county must be forwarded to the Secretary of State, after which the method or methods of endorsement shall continue to apply in the county unless rescinded by a subsequent delegation resolution.

SECTION 26-1-30. Fees

The fee for the issuance or renewal of a commission is twenty-five dollars, collected by the Secretary of State as other fees.

SECTION 26-1-40. Oath

Every notary public shall take the oath of office prescribed by the Constitution, certified copies of which shall be recorded in the office of the Secretary of State.

SECTION 26-1-50. Enrollment of commission

Every notary public shall, within fifteen days after he has been commissioned, exhibit his commission to the clerk of the court of the county in which he resides and be enrolled by the clerk.

SECTION 26-1-60. Seal of office; notary shall indicate date of expiration of commission.

Each notary public shall have a seal of office, which shall be affixed to his instruments of publications and to his protestations. He shall indicate below his signature the date of expiration of his commission. But the absence of such seal or date prior to and after May 30, 1968 shall not render his acts invalid if his official title be affixed thereto.

SECTION 26-1-70. Effect of change of name by notary

Any notary public whose name is legally changed during his term of office may apply to the Secretary of State in such manner as may be prescribed by him, and the Secretary of State may change the name of the notary upon proper application and upon payment of a fee of ten dollars. The term expires at the same time as the original term.

SECTION 26-1-80. Jurisdiction

The jurisdiction of notaries public shall extend throughout the State.

SECTION 26-1-90. Powers generally

A notary public may administer oaths, take depositions, affidavits, protests for nonpayment of bonds, notes, drafts and bills of exchange, acknowledgments and proof of deeds and other instruments required by law to be acknowledged and renunciations of dower and perform all other acts provided by law to be performed by notaries public.

SECTION 26-1-95. False certification by notary

A notary public who, in his official capacity, falsely certifies to affirming, swearing, or acknowledging of a person or his signature to an instrument, affidavit, or writing is guilty of a misdemeanor and, upon conviction, must be fined not more than two hundred dollars or imprisoned not more than thirty days. A notary public convicted under the provisions of this section shall forfeit his commission and shall not be issued another commission. The court in which the notary public is convicted shall notify the Secretary of State within ten days after conviction.

SECTION 26-1-100. Criminal jurisdiction

A notary public shall exercise no power or jurisdiction in criminal cases.

SECTION 26-1-110. Attorney at law; exercise of powers as notary

Any attorney at law who is a notary public may exercise all his powers as a notary notwithstanding the fact that he may be interested as counsel or attorney at law in any matter with respect to which he may so exercise any such power and may probate in any court in this State in which he may be counsel.

SECTION 26-1-120. Notary as stockholder, director, officer or employee of corporation; exercise of powers

A notary public who is a stockholder, director, officer or employee of a corporation may take renunciation of dower in any written instrument, take the acknowledgment or the oath of a subscribing witness of any party to a written instrument executed to or by such corporation, administer an oath to any stockholder, director, officer, employee or agent of such corporation or protest for nonacceptance or nonpayment bills of exchange, drafts, checks, notes and other negotiable instruments which may be owned or held for collection by such corporation. But when a notary public is individually a party to an instrument it shall be unlawful for him to take the acknowledgment or probate to such instrument executed by or to a corporation of which he is a stockholder, director, officer or employee or to protest any such negotiable instrument owned or held for collection by such corporation.

Chapter 6

Glossary of Terms

Taken from *Black's Law Dictionary*

Acknowledgement – a formal declaration made in the presence of an authorized officer, such as a notary public, by someone who signs a document and confirms that the signature is authentic.

Affiant – one who makes an affidavit, a voluntary declaration of facts.

Affidavit – a voluntary declaration of facts written down and sworn to by the declarant before an officer authorized to administer oaths.

Apostille – a standard certification provided under the Hague Convention for authenticating documents used in foreign countries.

Attorney-in-fact – one who is designated to transact business for another; a legal agent.

Authentication – the act of proving that something (as a document) is true or genuine.

Certification – the act of affirming to be true or genuine.

Commission – a warrant or authority from the government or a court, that empowers the person named to execute official acts.

Credible witness – a witness whose testimony is believable.

Deposition – a witness's out-of-court testimony that is reduced to writing (usually by a court reporter) for later use in court or for discovery purposes.

Hague Convention – one of a number of international conventions that address different legal issues and attempt to standardize procedures between nations. For a complete listing of countries and territories that are party to the Hague Convention, please go to www.scsos.com/hagueconv.htm.

Jurat – a certification added to an affidavit or deposition stating when and before what authority the affidavit or deposition was made.

Oath – a solemn declaration, accompanied by a swearing to God or a revered person or thing, that one's statement is true or that one will be bound to a promise.

Proof of deed – the establishment of any written instrument that conveys an interest in property.

Power of attorney – the authority to act as an agent or attorney-in-fact for a person or an instrument that grants such authority.

Renunciation of dower – a wife's act of waiving, upon her husband's death, a right to a life estate in one-third of the land that he owned in fee. This is an antiquated law that only applies to the dower rights of wives whose husbands died on or before May 22, 1984.

Notary Public Application and Renewal Instructions

1. Carefully **type** or **print legibly** all information requested on the top portion of your application and sign in the presence of a notary public. *(Bottom portion is to be completed by your County Delegation; addresses are listed below.)*
2. Attach a check or money order to your application in the amount of \$25.00 payable to "SC Secretary of State."
3. Mail your application and check/money order to your county delegation office listed below for the required signatures. Your delegation office will forward your application and check/money order to the Secretary of State's Office.
4. **If your county is not listed below, forward your application to: South Carolina House of Representatives, PO Box 11867, Columbia, SC 29211, Phone (803) 734-2010.**
5. The Secretary of State's Office will mail your commission certificate within one week upon receipt of a properly executed application.
6. You **must be a registered voter** to become a notary public. If you do not know your voter registration number, call your County Voters Registration Office or County Registration and Election Commission for this information. The number will be listed in the county government section of your local telephone book.

Aiken County Delegation

828 Richland Avenue
Aiken, SC 29801 Phone (803) 642-1694

Anderson County Delegation

PO Box 8002
Anderson, SC 29622 Phone (864) 260-4025

Beaufort County Delegation

PO Box 1267
Beaufort, SC 29901 Phone (843) 255-2260

Berkeley County Delegation

PO Box 142, Suite 203
Columbia, SC 29202 Phone (803) 212-6400

Charleston County Delegation

P.O. Box 190016
North Charleston, SC 29419-9016 Phone (843) 740-5855

Colleton County Delegation

PO Box 2103
Walterboro, SC 29488 Phone (843) 549-7586

Darlington County Delegation

PO Box 1200
Hartsville, SC 29550 Phone (843) 339-3000

Dillon County Delegation

240 Bermuda Road
Dillon, SC 29536 Phone (843) 841-3679

Edgefield County Delegation

828 Richland Avenue
Aiken, SC 29801 Phone (803) 642-1694

Fairfield County Delegation

PO Box 1006
Winnsboro, SC 29180 Phone (803) 635-6884

Florence County Delegation

180 N. Irby Street, MSC-G
Florence, SC 29501 Phone (843) 665-3044

Georgetown County Delegation

PO Drawer 421270
Georgetown, SC 29442 Phone (843) 545-3029

Greenville County Delegation

301 University Ridge, Suite 2400
Greenville, SC 29601 Phone (864) 467-7112

Horry County Delegation

PO Box 1236
Conway, SC 29528 Phone (843) 915-5130

Jasper County Delegation

PO Box 2433
Ridgeland, SC 29936 Phone (843) 726-6019

Kershaw County Delegation

632 W. DeKalb St., Suite 204
Camden, SC 29020 Phone (803) 432-0858

Lexington County Delegation

205 E. Main Street, Suite 203
Lexington, SC 29072 Phone (803) 785-8184

Marion County Delegation

137 Airport Court, Suite J
Mullins, SC 29574 Phone (843) 423-8237

Marlboro County Delegation

P.O. Box 1175
Bennettsville, SC 29512 Phone (843) 479-9577

Oconee County Delegation

415 S. Pine Street
Walhalla, SC 29691 Phone (864) 638-4237

Orangeburg County Delegation

PO Box 9000
Orangeburg, SC 29116 Phone (803) 533-6106

Pickens County Delegation

201 S. Fifth St., West End Hall Rm. 205
Easley, SC 29640 Phone (864) 850-7070

Richland County Delegation

PO Box 192
Columbia, SC 29202 Phone (803) 576-1908

Spartanburg County Delegation

366 N. Church Street, Rm. 1210
Spartanburg, SC 29303 Phone (864) 596-2529

Sumter County Delegation

c/o Courthouse, Rm. 103
Sumter, SC 29150 Phone (803) 436-2304

York County Delegation

818 Riverview Road
Rock Hill, SC 29730 Phone (803) 212-6410

Application/Renewal for Notary Public

For delegation office
use only

Date received

STATE OF SOUTH CAROLINA
OFFICE OF THE SECRETARY OF STATE
THE HONORABLE MARK HAMMOND

New _____ Renew _____

To: Governor of the State of South Carolina

I respectfully petition to be appointed Notary Public for this State, and for your information, I herewith submit the following:

Name _____

Mailing Address _____ City _____ Zip Code _____

Home Street Address _____ City _____ Zip Code _____

County _____ Last 4 Digits of your Social Security # ____ _ Sex ____ Date of Birth ____/____/____

Voter Registration # _____

(Voter Registration Number may be obtained from your County Registration and Election Office or Voter Registration Office)

Telephone # (____) _____ E-mail _____

Languages other than English in which fluent _____

OATH OF NOTARY PUBLIC

I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been elected (or appointed), and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect, and defend the Constitution of this State and of the United States. So help me God.

Sworn to and subscribed before me

This _____ day of _____, 20_____

Signature of applicant

Date _____

Notary Public of South Carolina

My Commission Expires _____

Mail application to delegation for required signatures (addresses and telephone numbers are on back of application).

This section should be completed by the Legislative Delegation. Please choose one of the three options.

We, the _____ Delegation, recommend the appointment of the above named applicant.
(County)

1) _____ 2) _____
Signature of the Delegation Chairman **OR** Secretary Signature of Senator / Senate District # _____

Signature of House Member / House District # _____

3) Signed by at least half of the present Legislative Delegates from applicant's county of residence:



STATE OF SOUTH CAROLINA
OFFICE OF THE SECRETARY OF STATE

Notary Division
1205 Pendleton Street, Suite 525
Columbia, SC 29201

For Office Use Only

Check # _____

Fee Paid _____

(803) 734-2512
(803) 734-1938

Request for Duplicate Notary Public Commission or
Change of Name of Notary Public

The applicant is requesting the following:

(Please check the appropriate box or boxes.)

☐ Duplicate Copy of Notary Public Commission - \$10.00

☐ Duplicate Copy of Pocket Card - \$2.00

☐ Notary Public Name Change - \$10.00

COUNTY OF _____

Name on original application _____

IF requesting a name change, enter new name here _____

Present Address _____

City and Zip Code _____ Last 4 Digits of Social Security # _____

Date of Birth _____ EMAIL _____

Voter Registration # _____

Date

Signature of Applicant

Sworn to and subscribed before me this

_____ day of _____ 20____

Notary Public of South Carolina

My Commission expires _____

County	Clerk of Court	C of C Address	C of C Tele	C of C E-mail
Abbeville	Emily Y. McMahon	Room 103 Courthouse Sq. Abbeville, SC 29620	(864) 366-5312	emcmahon@abbevilcountysc.com
Aiken	Liz Godard	109 Park Ave. Aiken, SC 29802	(803) 642-1715	lgodard@aikencountysc.gov
Allendale	Elaine Sabb	292 Barnwell Hwy. Allendale, SC 29810	(803) 584-2737	esabb@bellsouth.net
Anderson	Cathy Phillips	100 S. Main St. Anderson, SC 29622	(864) 260-4053	cphillips@andersouncountysc.org
Bamberg	James Hiers	2959 Main Hwy. Bamberg, SC 29003	(803) 245-3025	bambergc@bellsouth.net
Barnwell	Rhonda D. McElveen	141 Main St. Barnwell, SC 29812	(803) 541-1020	rmcelveen@barnwellsc.com
Beaufort	Jeri Ann Roseneau	102 Ribaut Rd. Rm 208 Beaufort, SC 29901	(843) 470-5218	www.bcgov.net
Berkeley	Mary Brown	300 B. California Ave. Moncks Corner, SC 29461	(843) 719-4400	mbrown@co.berkeley.sc.us
Calhoun	Kenneth Hasty	903 F.R. Huff Dr. St. Matthews, SC 29135	(803) 874-3524	calhouncountyclerk@sc.rr.com
Charleston	Julie Armstrong	100 Broad St., Ste. 106 Charleston, SC 29401	(843) 958-5000	jarmstrong@charlestoncounty.org
Cherokee	Brandy McBee	102 E. Floyd Baker Blvd. Gaffney, SC 29342	(864) 487-2571	bwmcbee@bellsouth.net
Chester	Sue Carpenter	140 Main St. Chester, SC 29706	(803) 385-2605	scarpenter@cherstercounty.org
Chesterfield	Faye Sellers	200 W. Main St. Chesterfield, SC 29709	(843) 623-2574	clerkofcc@shtc.net
Clarendon	Beulah Roberts	PO Box 136 Manning, SC 29102	(803) 435-4443	clerkofcourt@sc.rr.com
Colleton	Patricia Grant	101 Hampton St. Walterboro, SC 29488	(843) 549-5791	pgrant@colletoncounty.org
Darlington	Scott Suggs	1 Public Sq. Rm B4 Darlington, SC 29532	(843) 398-4333	clerk@darlcosc.com
Dillon	Gwen Hyatt	401 W. Main St. Dillon, SC 29536	(843) 774-1425	dilloncoc@bellsouth.net
Dorchester	Cheryl Graham	101 Ridge St., St. George, SC 29477	(843) 563-0121	cgraham@dorchestercounty.net
Edgefield	Shirley Newby	129 Courthouse Sq. Edgefield, SC 29824	(803) 637-4080	snewby@edgefieldcounty.sc.gov
Fairfield	Betty Jo Beckham	101 S. Congress St. Winnsboro, SC 29180	(803) 712-6526	bbeckham@fairfieldsc.com
Florence	Connie Reel-Shearin	180 N. Irby St., MSE-E Rm. B11 Florence, SC 29501	(843) 665-3031	creel-shearin@florenceco.org
Georgetown	Alma White	715 Prince St., Rm 221 Georgetown, SC 29442	(843) 545-3038	awhite@georgetowncountysc.org
Greenville	Paul Wickensimer	305 E. North St. Greenville, SC 29601	(864) 467-8551	pwickensimer@greenvillecounty.org
Greenwood	Ingram Moon	528 Monument St. Rm 114 Greenwood, SC 29646	(864) 942-8546	ingram@co.greenwood.sc.us
Hampton	Myllinda Nettles	1 Elm St., Courthouse Sq. Hampton, SC 29924	(803) 943-7510	mnettl@hamptoncountysc.org
Horry	Melanie Huggins	1301 2nd Ave. Conway, SC 29528	(843) 915-5080	hugginsm@horrycounty.org
Jasper	Margaret Bostick	265 Russell St. Ridgeland, SC 29936	(843) 726-7710	mbostick@jaspercountysc.gov
Kershaw	Joyce McDonald	1121 Broad St. Camden, SC 29020	(803) 425-1500	joyce.mcdonald@kershaw.sc.gov
Lancaster	Jeff Hammond	104 N. Main St. Lancaster, SC 29721	(803) 285-1581	jhammond@lancastercountysc.net
Laurens	Lynn Lancaster	100 Hillcrest Sq. Laurens, SC 29360	(864) 984-3538	llancaster@co.laurens.sc.us
Lee	James Davis	Courthouse Sq. Bishopville, SC 29010	(803) 484-5341	jdavis@leecountysc.org
Lexington	Beth Carrigg	205 E. Main St., Ste. 146 Lexington, SC 29072	(803) 785-8212	bcarrigg@lex-co.com
Marion	Sherry Rhodes	103 N. Main St. Marion, SC 29571	(843) 423-8240	rhodess@marionsc.org
Marlboro	William Funderburk	105 Main St., Bennettsville, SC 29512	(843) 479-5613	bfunderburk@bellsouth.net
McCormick	Kathryne Butler	133 S. Mine St., Rm 102 McCormick, SC 29835	(864) 852-2195	clerkcourt@wctel.net
Newberry	Jackie Bowers	1226 College St. Rm 7 Newberry, SC 29108	(803) 321-2110	jbowers@newberrycounty.net
Oconee	Beverly Whitfield	205 W. Main St. Walhalla, SC 29691	(864) 638-4280	bwhitfield@oconeesc.com
Orangeburg	Winnifa Clark	109 Gibson St. Orangeburg, SC 29116	(803) 533-6243	wclark@orangeburgcounty.org
Pickens	Pat Welborn	214 E. Main St. Pickens, SC 29671	(864) 898-5887	patw@co.pickens.sc.us
Richland	Jeannette McBride	1701 Main St., Rm 205 Columbia, SC 29202	(803) 576-1999	jeanettemcbride@richlandonline.com
Saluda	Doris Holmes	100 E. Church St. Saluda, SC 29138	(864) 445-4500	db.holmes@saludacounty.sc.gov
Spartanburg	Hope Blackley	180 Magnolia St. Spartanburg, SC 29304	(864) 596-2591	clerksoffice@spartanburgcounty.org
Sumter	James Campbell	141 N. Main St. Rm. 308 Sumter, SC 29150	(803) 436-2227	jacampbell@sumtercountysc.org
Union	Freddie Gault	210 W. Main St. Union, SC 29379	(864) 429-1630	fgault@countyofunion.com
Williamsburg	Carolyn Williams	125 W. Main St. Kingstree, SC 29556	(843) 355-9321	wmsbcofc@ftc-i.net
York	David Hamilton	1675 1G York Hwy. York, SC 29745	(803) 628-3037	david.hamilton@yorkcountygov.com

County	Probate Court Judge	PCJ E-mail	PCJ Tele
Abbeville	Mark Sumner	mark.sumner@abbevillemccounty.gov	(864) 366-5312
Aiken	Sue Roe	sroe@aikencountysc.gov	(803) 642-2000
Allendale	Brenda Bennett	bennettallendale@bellsouth.net	(803) 584-3157
Anderson	Martha Newton	mnewton@andersoncountysc.org	(864) 260-4049
Bamberg	Nancy Green	nhgreen@bellsouth.net	(803) 245-3008
Barnwell	Branna Williams	probate@bellsouth.net	(803) 541-1032
Beaufort	Francis Simon	kfulp@bcgov.net	(843) 470-5319
Berkeley	Keith Kornahrens	kkornahrens@co.berkeley.sc.us	(843) 719-4519
Calhoun	Frederick Robinson	probatecourt@sc.rr.com	(803) 874-3514
Charleston	Irvin Condon	irvcondon@charlestoncounty.org	(843) 958-5180
Cherokee	Joshua Queen	joshua.queen@cherokeecountysc.com	(864) 487-2584
Chester	Lois Roddey	lroddey@chestercounty.org	(803) 581-5180
Chesterfield	Edwin Malloy Davis	pcourt@shtc.net	(843) 623-2376
Clarendon	Kathy Geddings	clarendonprobate@yahoo.com	(803) 435-8774
Colleton	I.A. Smoak, III	ccpj@lowcountry.com	(843) 549-7216
Darlington	Marvin Lawson	mlawson@darlcosc.com	(843) 398-4310
Dillon	Gwen Hyatt	dilloncoc@bellsouth.net	(843) 774-1423
Dorchester	Mary Blunt	mblunt@msn.com	(843) 832-0105
Edgefield	Robert Peeler	rpeeler@hotmail.com	(803) 637-4076
Fairfield	Pamela Renwick	prenwick@fairfieldsc.com	(803) 712-6519
Florence	William K. Eaton	w.eatonjr@worldnet.com	(843) 665-3085
Georgetown	Waldo Maring	wmaring@georgetowncountysc.org	(843) 545-3274
Greenville	Debora Faulkner	dfaulkner@greenvillecounty.org	(864) 467-7170
Greenwood	Frank Addy, Jr.	franka@co.greenwood.sc.us	(864) 942-8625
Hampton	Sheila Odom	hcprobate02@yahoo.com	(803) 943-7512
Horry	Deirdre Edmonds	edmondsd@horrycounty.org	(843) 915-5370
Jasper	Joseph Malphrus, Jr.	jasperprobatecourt@earthlink.net	(843) 726-7719
Kershaw	Harriett Pierce	harriett.pierce@kershaw.sc.gov	(803) 425-1503
Lancaster	Sandra Estridge	sandyestridge@lancastercountysc.net	(803) 283-3379
Laurens	Kaye Fridy	kfridy@co.laurens.sc.us	(864) 984-3779
Lee	Catherine Harris	charris@leecountysc.org	(803) 484-5341
Lexington	Daniel Eckstrom	deckstrom.probate@lex-co.com	(803) 785-8324
Marion	Carroll Atkinson, III	probatejudge@marionsc.org	(843) 431-5026
Marlboro	Mark Heath	mcprobate@bellsouth.net	(843) 479-5610
McCormick	Ronnie Kidd	mccormickpro@wctel.net	(864) 465-2630
Newberry	Kelly Nobles	knobles@newberrycounty.net	(803) 321-2118
Oconee	Sandra Orr	sorr@oconeesc.com	(864) 638-4275
Orangeburg	Pandora Jones-Glover	pljones@orangeburgcounty.org	(803) 533-6280
Pickens	Kathy Zorn	kathy@co.pickens.sc.us	(864) 898-5903
Richland	Amy McCulloch	amymcculloch@richlandonline.com	(803) 576-1997
Saluda	Brenda Griffith	b.griffith@saludacounty.sc.gov	(864) 445-4500
Spartanburg	Ponda Caldwell	pcaldwell@spartanburgcounty.org	(864) 596-2556
Sumter	Dale Atkinson	datkinson@sumtercountysc.org	(803) 436-2166
Union	Donna Cudd	dcudd@countyofunion.com	(864) 429-1625
Williamsburg	Rudell Gamble	williamsburgprobatecourt@yahoo.com	(843) 355-9321
York	John Gettys	linda.rhodes@yorkcountygov.com	(803) 684-8513

Helpful Contacts and Links

Patricia Hamby, Paralegal

Director of Authentication, Notaries, Boards and Commissions

SC Secretary of State's Office

(803) 734-2512

phamby@sos.sc.gov

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